File No. AFD 137 FEG 70

MYSORE GOVERNMENT SECRETARIAT

Notes/Correspondence/Collection

Department AFD Section Forest-A

Subject :— IFS-Probationers-Forms of Assessment Reports for Confirmation

Earlier References :—

Later References :—

24-5-70
26-2-71

(Classification A/B/C)

Notes Pages 4
Correspondence Pages 43
For/Not for Section Note Book
To be destreyed after

B.S. Basavaraju
Under Secretary to Government.

Indexed

ಬಿ.ಎಸ್. ಬಸವರಾಜು
ಸರ್ಕಾರದ ಅಧೀನ ಕಾರ್ಯದರ್ಶಿ,
ಅರಣ್ಯ, ಪರಿಸರ ಮತ್ತು ಜೀವಿ
ಶಾಸ್ತ್ರ ಇಲಾಖೆ (ಅರಣ್ಯ-ಬಿ)

2

DOCKET SHEET

Department: AFD

File No. AFD137FEG70

Section Forest-A.

Volume:

SUBJECT

IFS probationers - Forms of Assessment Reports for Confirmation.

Number and date 1	To whom sent 2	Instructions 3
Secy., [illegible] No. 6821 Date 6/10.		
Min. of St. Forests. No. 1805 Date. 7/x	Secy A & F. on tour D.S.	

[P.T.O.

IAS/IPS/IFS - probationers - 3

Forms of assessment report for Confirmation.

AFD 137 FEG 70.

Sl no 1

U.O. note no. GAD 28 SFP 70 dt 21-5-70 from the GAD.

Note-1

A copy of Confidential GOI's letter no. 22/1/70-AIS(III) dt 6-5-70 along with its enclosures may be sent to CCF & CCF (Rev) for furnishing the requisite details in the prescribed proforma in respect of IFS probationers receiving under item with in a fortnight.

Draft put up is for approval.

RBS
29/5.

29/5

Issue
1/6/70

Dy. Secy. A & AP
No. 2752 29/5

Issue
1/6/70

Sl no 2 - letter no AFD 137 FEG 70 dt 8-6-70.
issued to CCF & CCF (Rev)

Sl no 3 - C Receipt)
letter no A2 66 - ASR - 813/70-71 dt 22/26 6-70
from the CCF.

Note-2

Assessment reports in respect of Sri Jaya S. N. Rai, K. A. Kushalappa & S. K. Chakrabarti I.F.S probationers have already been sent to GOI, Min of Home Affairs.

~~One Receipt~~

Receipt of assessment reports in regard to Sri R.K. Tarli may be awaited from the CCF.

1883

9/7/70

7/7

9/7.

Sl no. 4 - letter no. A2-66 ASR-813/70-71 dt nil-9-70 from the CCF (Gen)

-3-

The assessment report of Sri R.K. Tarli IFS probationer received from the CCF (Genl) may be forwarded to GoI with the opinion of the Govt for the confirmation.

For orders whether GoI the assessment reports relating to Sri R.K. Tarli be sent to GoI for the successful completion of the period of probation & Confirmation in the Jr Scale of IFS

Draft put up for Consideration

1883

29/9

Assessment reports relating to Sri R.K. Tarli may be sent to G.O.I.

Draft letter put up to G.O.I. for approval.

Dy. Secy. A&F No. 6093 5/10

~~DS~~ mos 5/10/70

Secy. A&F

5/10/70

6/10

Min (Forests)

Approved.

Secy A&F

12/10/70 ALUR HANUMANTHAPPA Secy to Govt of Stage for Forests

9 Nov. 13/10/70

Sl no 5- ~~Letter~~ Letter no AF-D137FEG70 dt 16-10-70 issued to GoI.

Sl no 6 - (Receipt)
Notification no 7/38/70-AIS(IV) dt 10-11-70 from the GoI.

-4-

The GoI ~~have~~ notified ~~stated~~ that the President is pleased to confirm Sri R.K. Tolia appointed to IFS on probation, on the results of the All India Competative Exam held in 1968 and allotted to the cadre of Mysore in the IFS w.e.f 4-7-70.

A copy of the said notification may be sent to CCF (Eg) CCF (Revs) for information & a copy of the same may be endorsed to Sri R.K. Tolia.

Draft letter is for approval

R883
24/11

Issued
26/11/70

Sl no 7 - Letter no AF-D137FEG70 dt 28-11-70 issued to CCF (Eg) (Revs)

Record B
R883
26/12
&
20/2/71

S1820.7 6 43

GOVERNMENT OF MYSORE

No.AFD 127 FEC 70. MYSORE GOVERNMENT SECRETARIAT, VIDHANA SOUDHA,

Dated, Bangalore, 23th Nov. 1970

FROM

The *Secretary to the Government of Mysore,*
Agriculture & Forest Department.

To. The Chief Conservator of Forests (General) in Mysore, Bangalore.

The Chief Conservator of Forests (Development), Bangalore-3.

Sir,

Sub: Confirmation of Sri R.K.Torvi in the I.F.S. with effect from 4-7-70.

I am directed to forward herewith a copy of Notification No.7/38/70-AIS(IV) dated 10-11-70 from the Government of India on the above subject for information and guidance.

Yours faithfully,

RECEIVED
Date 25-12-1970

(M.A.Srinivasan)
Under Secretary to Government,
Agriculture & Forest Department.

Copy with a copy of Govt. of India's notification dated 10-11-1970 referred to above to Sri R.K.Torvi, Assistant Conservator of Forests and Sub-Divisional Forest Officer, Haliyal for information.

---

hns/28-11/

42

To the CCF (Cy)
the CCF (Bs).

Sir

Sub: confirmation of Sri R.K. Torvi in the IFS
w.e.f 4-7-70.

I am directed to forward herewith a copy of Govt. no. 7/38/70-AIS(IV) dt 10-11-70 from the GoI on the above subject for information & guidance.

Yrs.
26/11/70
for GoVt

RBS ACF.D
26/11

Copy with a copy of GoI's Govt no dt 10-11-70 referred to above to Sri R.K. Torvi ACF & Sub D.F.O Haliyal for information.

S(2206. 8 41

AFD 8867 FA20

23/11/20

No.7/38/70-AIS(IV)
GOVERNMENT OF INDIA
CABINET SECRETARIAT
(DEPARTMENT OF PERSONNEL)

....

NEW DELHI-1, dated the 10 November, 1970
19 Kartika, 1892

NOTIFICATION

6994/FB/20

Shri President is pleased to confirm Shri Raghunath K. Torvi, appointed to the Indian Forest Service, on probation, on the results of the All India Competitive Examination held in 1968 and allotted to the Cadre of Mysore, in the Indian Forest Service, with effect from the 4th July, 1970.

(M.R. BHARDWAJ)
UNDER SECRETARY TO THE GOVERNMENT OF INDIA

A.I.S. SECTION
A.G.D.

No.7/38/70-AIS(IV) dated the 10 November, 1970
19 Kartika, 1892

....

Copy forwarded for information to:-

44064

1. The Secy. to the Government of Mysore, Agriculture and Forest Department, Bangalore (with one spare copy for the officer.
2. The Accountant General, Mysore, Bangalore (with one spare copy).
3. The Secretary, Union Public Service Commission, New Delhi.
4. The Ministry of Food, Agriculture, C.D. & C., (Department of Agriculture), AIS Section, New Delhi (with 3 spare copies).
5. The Inspector General of Forests, Department of Agriculture, New Delhi.

(M.R. BHARDWAJ)
Under Secretary to the Government of India.

KLL/-

No. 101709
Date 6899

16/11/70.

A of dept)
Forest) h
21/11

2 40

No.7/38/70-AIS(IV)
GOVERNMENT OF INDIA
CABINET SECRETARIAT
(DEPARTMENT OF PERSONNEL)

....

NEW DELHI-1, dated the 10 November, 1970
19 Kartika, 1892

NOTIFICATION

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(M.R. BHARDWAJ)
UNDER SECRETARY TO THE GOVERNMENT OF INDIA

No.7/38/70-AIS(IV) dated the 10 November, 1970
19 Kartika, 1892

....

Copy forwarded for information to:-

1. The Secy. to the Government of Mysore, Agriculture and Forest Department Bangalore (with one spare copy for the officer.
2. The Accountant General, Mysore, Bangalore (with one spare copy).
3. The Secretary, Union Public Service Commission, New Delhi.
4. The Ministry of Food, Agriculture, C.D. & C., (Department of Agriculture), AIS Section, New Delhi (with 3 spare copies).
5. The Inspector General of Forests, Department of Agriculture, New Delhi.

(M.R. BHARDWAJ)
Under Secretary to the Government of India.

KLL/-

S1905

10 39

GOVERNMENT OF MYSORE

No. AFD 137 FEG 70.

MYSORE GOVERNMENT SECRETARIAT,
VIDHANA SOUDHA,

Dated, Bangalore, 14-10-1970

FROM

The *Secretary to the Government of Mysore*
Agriculture & Forest Department.

To

The Secretary to Government of India,
Ministry of Home Affairs,
New Delhi.

Sir,

Sub: I.F.S- Probationers - Forms of Assessment report for confirmation.

With reference to your letter No.22/1/70-AIS(III) dated 4-5-1970 on the above subject, I am directed to state that as per your Notification No.1/14/69-AIS(III) dated 5-9-69 Sri R.K.Torvi has been appointed to I.F.S. on probation from 4-7-69 (F.N) and has been allotted to this State vide your Notification No.1/19/69-AIS (IV) dated 18-10-69. After completion of 4 months Fundamental Training at the National Academy Administration, Mussorie from 4-7-69 Sri R.K.Torvi reported for Training in the State at Bangalore on 11-11-69 and has completed the period of training in the State on 3-7-70. He is now working as Assistant Conservator of Forests in the State.

I am to forward herewith the Assessment Report of Sri R.K.Torvi for the declaration of the successful completion of the period of probation and confirmation in the Junior Scale of I.F.S.

Yours faithfully,

(M.A.Srinivasan)
Under Secretary to Government,
Agriculture & Forest Department.

O/C

To the Secy to GoI.
Min of Home Affairs.
New Delhi.

Sir
Sub: IFS - Probationers - Forms of assessment report for confirmation.

W.r.to your letter no. 22/1/70-AIS (III) dt 4-5-70 on the above subject I am directed to state that as per your notn no. 1/14/69-AIS(IV) dt 5-9-69 Sri R. K. Torvi has been appointed to IFS on probation from 4-7-69 (FN) and has been allotted to this State vide your notn no. 1/19/69-AIS(IV) dt 18-10-69. After completion of 4 months Fundamental Trg at the National Academy of Administration Mussoorie from 4-7-69 Sri R.K. Torvi reported for Trg in the State at Bijapur on 11-11-69 & has completed the period of Trg in the State on 3-7-70. He is now working as ACF in the State.

P20/C
P33/C 143FEG69 ① Oblog A
P27/CF 143FEG69 ② Oblog A
P5/CF 143FEG69 ③ Oblog A
P13/CF 143FEG69 ④ Oblog.
P46/CF ⑤

I am to forward herewith the Assessment report of Sri R.K. Torvi for the declaration of the successful completion of the period of probation & confirmation in the IF Scale of IFS

ISSUED
Dated 15X70

Y.F.
3/10/70
US to GoI
AF-D
29/9

Sl.no. 4. AFD 7418 FA 70 12 37
28/9/70

Office of the
Chief Conservator of Forests (General)
in Mysore,
Bangalore-1, dated September, 1970.

No. A2-66 ASR-813/70-71
Encls:

To

The Secretary to the Government of Mysore,
Agriculture and Forest Department,
Bangalore.

Sir,

Sub:- Assessment report in respect of Sri. R.K. Torvi, I.F.S., Probationer.

Ref:- AFD 137 FEG 70 dated 8-6-1970. P23/CF.

ii) This office letter No. A2-66-ASR-813/70-71 dated 26-6-1970. P24/CF.

=====

6647 28/9.

I enclose herewith the Assessment report (in duplicate) in respect of Sri. R.K. Torvi, I.F.S., Probationer, for further action regarding his confirmation.

The receipt of the enclosure may please be acknowledged.

Yours faithfully,

Chief Conservator of Forests (Genl.)

26/9 Dy. Secy. A&F
Sec'B No. 2130 28/9
28/9 28/9

Sl no 3. 13 24

MYSORE FOREST DEPARTMENT

No. A2-66-ASR-813/70-71.

Office of the
Chief Conservatorof Forests
in Mysore,
Bangalore-1, dated 26 June, 1970.

To

The Secretary to the Government of Mysore,
Agriculture and Forest Department,
Bangalore.

AFD 4864 FA 70
29/6/70

Sir,

Sub:- I.F.S., Probationers - Forms of Assessment report for confirmation.

Ref:- Your letter No. AFD 137 FEG 70 dated 8-6-1970.

=====

The following three I.F.S., Probationers completed their period of probation on the dates noted against their names.

25255

1. S.N. Rai.	30-6-1969.
2. K.A. Kushalappa.	30-6-1969.
3. S.K.Chakrabarti.	21-7-1969.

The assessment reports in respect of the above have been already furnished to Government this office letters No. A2-338-IFS-3915/69-70 dated 13-3-1970. In this connection, I invite your reference to this office letter No. A2-338-IFS-3915/69-70 dated 18-4-1970 in reply to your letter No. AFD 142 FEG 69 dated 25-3-1970.

At present there are two officers undergoing training in this Department as I.F.S., Probationers, viz; (1) Sri. R.K. Torvi, and (2) Sri. K.N. Baidya. Sri. Torvi, will be completing his training on 3-7-1970 and the assessment report in respect of him will be submitted to Government soon after 3-7-1970.

Sri B
27/6.

Sri.K.N. Baidya, I.F.S., Probationer, will be completing his training on 12-4-1971 and the assessment report in his case will be due to be submitted to Government only after 12-4-1971.

Yours faithfully,

V. Shankaraiah
Chief Conservator of Forests.

Sl no. 2

14 23

GOVERNMENT OF MYSORE

No. AFD 137 EEC 70

MYSORE GOVERNMENT SECRETARIAT,
VIDHANA SOUDHA,

Dated, Bangalore, 8th June, *197* 0.

FROM

The *Secretary to the Government of Mysore*
Agriculture and Forest Department.

To

The Chief Conservator of Forests
in Mysore, Bangalore.

The Chief Conservator of Forests,
(Development).

Sir,

Sub: Indian Forest Service-Probationers-
Forms of Assessment report for
Confirmation.

I am directed to forward herewith a copy of confidential letter No.22/1/70-AIS (III) dated 4-5-70 along with copies of its enclosures from the Secretary to Government of India, Ministry of Home Affairs and to request you to furnish the requisite details in the prescribed proforma in respect of Indian Forest Service Probationers working under you within a fortnight possibly.

AUTHORISED FOR ISSUE
Section Officer.
Mysore Government Secretariat

Yours faithfully,

(Sd)
(S. Balasubramanyan)
Under Secretary to Government,
Agriculture and Forest Department

mvds/3-6

15 22

To
The CCF & CCF (Rly)

Sir.

Sub: IFS - Probationers - Forms of Assessment report for Confirmation.

I am directed to forward herewith a copy of Cabl letter No. 22/1/70-AIS(III) dt 4-5-70 along with copies of its enclosures from the Secy to GoI, Min of Home Affairs & to request you to furnish the requisite details in the prescribed proforma in respect of IFS probationers working under you within a fortnight positively.

for
US to GoI
29/5/70

ISSUED
8.6.1970

AFD
183
29/5

69 Sl No 1. 16 27

GOVERNMENT OF MYSORE

No.GAD 28 SFP 70

Enclosures: 5 sets.

Mysore Government Secretariat,
Vidhana Soudha,
Dated, Bangalore, the 21st May 1970

UNOFFICIAL NOTE

Sub: I.A.S. / I.P.S. / I.F.S. - Probationers -
Forms of assessment report for confirmation.

A copy of the letter No.22/1/70-AIS (III), dated 4th May, 1970 along with its enclosures (5 sets) received from the Under Secretary, Government of India, Ministry of Home Affairs, is forwarded to the Agriculture and Forest Department for information and necessary action.

20530

3901/PM70

(K.H. KRISHNA SINGH)
Under Secretary to Government (Incharge),
General Administration Dept. (Services)

To:

The Agriculture and Forest Department (Forests).

ps.21.5.70

26/5

26/5

17 20

Confidential.

No.22/1/70-AIS (III)
Government of India.
Ministry of Home Affairs.

To

The Chief Secretaries of all the State Governments.

New-Delhi-1, the 4th May, 1970
14th Vaisakha, 1892.

Subject: I.A.S/I.P.S/I.F.S. - Probationers - Forms of assessment report for confirmation.

Sir,

I am directed to say that the assessment reports of Probationers, who are recommended for confirmation in the IAS / IPS / IFS are required to be furnished in the form prescribed in this Ministry's letter No.2/3/59-AIS(I), dated the 14th February, 1962. It has since been decided to adopt the form sent with this Ministry's letter No.68/69-AIS (I), dated the 22nd October, 1969 for the purpose. Accordingly, I am to request that the assessment reports for probationers, recommended for confirmation in the IAS / IPS / IFS may be sent in the form appended to this letter.

for the Govt. of Haryana. [This disposes of your letter No.519-S-70/3615, dated the 19th February, 1970.]

Yours faithfully,

Sd/- B.Narasimhan,
Under Secy. to the Govt. of India.

Authorised for Issue,

Sd/- Vimla S.Jhangiani,
Section Officer.

/ c o p y /

19

18

CONFIDENTIAL.

ASSESSMENT REPORT OF OFFICERS ON PROBATION

INSTRUCTIONS - READ CAREFULLY.

Each Officer's ability and fitness in his PRESENT occupation or for promotion may be appraised with a reasonable degree of accuracy and uniformity, through this report. The assessment requires the appraisal of an officer in terms of his ACTUAL PERFORMANCE. It is essential therefore that snap judgement be replaced by careful analysis as you are building up administrative leaders of tomorrow.

PLEASE FOLLOW THESE INSTRUCTIONS CAREFULLY:-

1. Disregard your general impression of the Officer and concentrate on one factor at a time.
2. Study carefully the implications of each factor.
3. When assessing an officer, call to mind instances that are typical of his work and way of acting. Do not be influenced by UNUSUAL CASES which are not typical.
4. Make your assessment with the utmost care and though. DO NOT ALLOW PERSONAL FEELINGS TO GOVERN YOUR ASSIESSMENT.
5. After you have given your assessment for each factor, please sum up your general views about the officer indicating in it any additional factors particularly those related to his INTEGRITY and ability to correct himself if his faults are pointed out to him.

PART I FACTUAL.

Name.

Date of Birth.

Service/Department.

Post held.

RECORD OF EMPLOYMENT.

a) Record of Training Institutes attended, if any, (for Officers undergoing formal training).

Percentage of marks secured at
i) the tests/examinations held i)
ii) during and at the end of the ii)
iii) period of training. iii)
(Separate sheet may be added, if necessary)

b) Nature of duties on which he has been employed e.g.

Duties requiring public relations and field work' Formulation of Plans, general direction and execution thereof.

Secretarial work of general nature.

Supervision and control of subordinate staff.

(Please list the above duties in order of importance).

EXPERIENCE PRIOR TO APPOINTMENT ON PROBATION.

Period of Probation/trial ends.

Number of days' leave(other than Casual leave and Special Casual Leave).

ASSESSED BY DATE

APPROVED BY DATE

Performance factors	Performance Grade				
	Exceeds Requirements of this job.	Meets fully requirements of this job	Just meets requirements of this job	Partially meets requirements of this job.	Does not meet requirements of this job.
1	2	3	4	5	6
1. MENTAL CAPACITY.					
1. Efforts made to acquire knowledge relevant to job.					
2. Analytical ability					
3. Power of grasp.					
4. Spirit of enquiry.					

Contd.....

1	2	3	4	5	6

5) Power of expression
   a) Oral
   b) Written.
6) Sense of responsibility.

II. WORK HABITS AND ATTITUDES.

1. Aptitude
2. Interest in work
3. Promptness
4. Initiative
5. Originality
6. Self reliance
7. Manpower of performance (whether methodical & orderly).
8. Thoroughness
9. Punctuality.
10. Resourcefulness.

III. STABILITY

1. Poise
2. Fairness
3. Dependability.

IV. ABILITY TO GET ALONG:

1. Tact
2. Dealings with:
   a) Subordinates.
   b) fellow-officials
   c) superiors
   d) public
3. Ability to inspire others

V. ~~4.~~ ABILITY TO MANAGE:

1. Quality of judgement
2. Decision making
3. Ability to plan & Programme
4. Direction & control
5. Ability evaluate the work of individuals and projects or schemes.

COMMENTS:

General appraisal of the Officer's good and bad qualities in narrative form particularly those related to his integrity and ability to correct himself if his faults are pointed out to him.

Decisions if any taken regarding fitness for drawing 1st/2nd increments (where applicable).

SIGNATURE:
Designation: Date:

REMARKS OF REVIEWING OFFICER:

Brief remarks indicating what assessment of the Reporting Officer may be accepted or rejected or otherwise modified.

Signature of Reviewing Officer
Designation.
Date.

REMARKS AND RECOMMENDATIONS OF THE REVIEWING BOARD/COMMITTEE.

Recommendation whether the probationer.

1) Is fit for retention / confirmation

or

2) Should be watched for another ... months (herelist what improvements are required in the Probationer).

or

3) May be tried for some other post (where such a course is permissible under the relevant recruitment rules)

or

4) May be reverted to his substantive post (here give reasons for recommending this course of action).

or

5) Should be discharged from Government service (here give reasons for recommending this course of action).

OVERALL GRANDING FOR DUTIES.

1) Outstanding 2) Very good 3) Good

4) Satisfactory with some shortcomings.

5) Not really satisfactory.

(Please put a ring round the appropriate granding).

SIGNATURE OF CHAIRMAN:
Reviewing
Board / Committee.

Orders of the Head of Department or the Administoring / Controlling Department / Ministry.

Signature of Head of Department
or Administering Controlling
Department / Ministry.

22-15

Confidential.

No.22/1/70-AIS (III)
Government of India.
Ministry of Home Affairs.

--

To

The Chief Secretaries of all the State Governments.

New-Delhi-1, the 4th May, 1970
14th Vaisakha, 1892.

Subject: I.A.S/I.P.S/I.F.S. - Probationers - Forms of assessment report for confirmation.

Sir,

I am directed to say that the assessment reports of Probationers, who are recommended for confirmation in the IAS / IPS / IFS are required to be furnished in the form prescribed in this Ministry's letter No.2/3/59-AIS(I), dated the 14th February, 1962. It has since been decided to adopt the form sent with this Ministry's letter No.68/69-AIS (I), dated the 22nd October, 1969 for the purpose. Accordingly, I am to request that the assessment reports for probationers, recommended for confirmation in the IAS / IPS / IFS may be sent in the form appended to this letter.

For the Govt. of Haryana. This disposes of your letter No.519-S-70/3615, dated the 19th February, 1970.

Yours faithfully,

Sd/- B.Narasimhan,
Under Secy. to the Govt. of India.

Authorised for Issue,

Sd/- Vimla S.Jhangiani,
Section Officer.

/ c o p y /

14

23

CONFIDENTIAL.

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PLEASE FOLLOW THESE INSTRUCTIONS CAREFULLY:-

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2. Study carefully the implications of each factor.
3. When assessing an officer, call to mind instances that are typical of his work and way of acting. Do not be influenced by UNUSUAL CASES which are not typical.
4. Make your assessment with the utmost care and though. DO NOT ALLOW PERSONAL FEELINGS TO GOVERN YOUR ASSIESSMENT.
5. After you have given your assessment for each factor, please sum up your general views about the officer indicating in it any additional factors particularly those related to his INTEGRITY and ability to correct himself if his faults are pointed out to him.

PART I FACTUAL.

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Date of Birth.

Service/Department.

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a) Record of Training Institutes attended, if any, (for Officers undergoing formal training).

Percentage of marks secured at
i) the tests/examinations held i)
ii) during and at the end of the ii)
iii) period of training. iii)
(Separate sheet may be added, if necessary)

b) Nature of duties on which he has been employed e.g.

Duties requiring public relations and field work Formulation of Plans, general direction and execution thereof.

Secretarial work of general nature.

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(Please list the above duties in order of importance).

EXPERIENCE PRIOR TO APPOINTMENT ON PROBATION.

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Number of days' leave(other than Casual leave and Special Casual Leave).

ASSESSED BY DATE

APPROVED BY DATE

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1. MENTAL CAPACITY.					
1. Efforts made to acquire knowledge relevant to job.					
2. Analytical ability					
3. Power of grasp.					
4. Spirit of enquiry.					

Contd.....

12

25

1 2 3 4 5 6

5) Power of expression
   a) Oral
   b) Written.

6) Sense of responsibility.

II. WORK HABITS AND ATTITUDES.

1. Aptitude
2. Interest in work
3. Promptness
4. Initiative
5. Originality
6. Self reliance
7. Manpower of performance (whether methodical & orderly).
8. Thoroughness
9. Punctuality.
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   b) fellow-officials
   c) superiors
   d) public
3. Ability to inspire others

V. ~~X~~. ABILITY TO MANAGE:

1. Quality of judgement
2. Decision making
3. Ability to plan & Programme
4. Direction & control
5. Ability evaluate the work of individuals and projects or schemes.

COMMENTS:

General appraisal of the Officer's good and bad qualities in narrative form particularly those related to his integrity and ability to correct himself if his faults are pointed out to him.

Decisions if any taken regarding fitness for drawing 1st/2nd increments (where applicable).

SIGNATURE:
Designation: Date:

REMARKS OF REVIEWING OFFICER:

Brief remarks indicating what assessment of the Reporting Officer may be accepted or rejected or otherwise modified.

Signature of Reviewing Officer
Designation.
Date.

REMARKS AND RECOMMENDATIONS OF THE REVIEWING BOARD/COMMITTEE.

Recommendation whether the probationer.

1) Is fit for retention / confirmation

or

2) Should be watched for another ... months (herelist what improvements are required in the Probationer).

or

3) May be tried for some other post (where such a course is permissible under the relevant recruitment rules)

or

4) May be reverted to his substantive post (here give reasons for recommending this course of action).

or

5) Should be discharged from Government service (here give reasons for recommending this course of action).

OVERALL GRANDING FOR DUTIES.

1) Outstanding 2) Very good 3) Good

4) Satisfactory with some shortcomings.

5) Not really satisfactory.

(Please put a ring round the appropriate granding).

SIGNATURE OF CHAIRMAN:
Reviewing
Board / Committee.

Orders of the Head of Department or the Administoring / Controlling Department / Ministry.

Signature of Head of Department
or Administering Controlling
Department / Ministry.